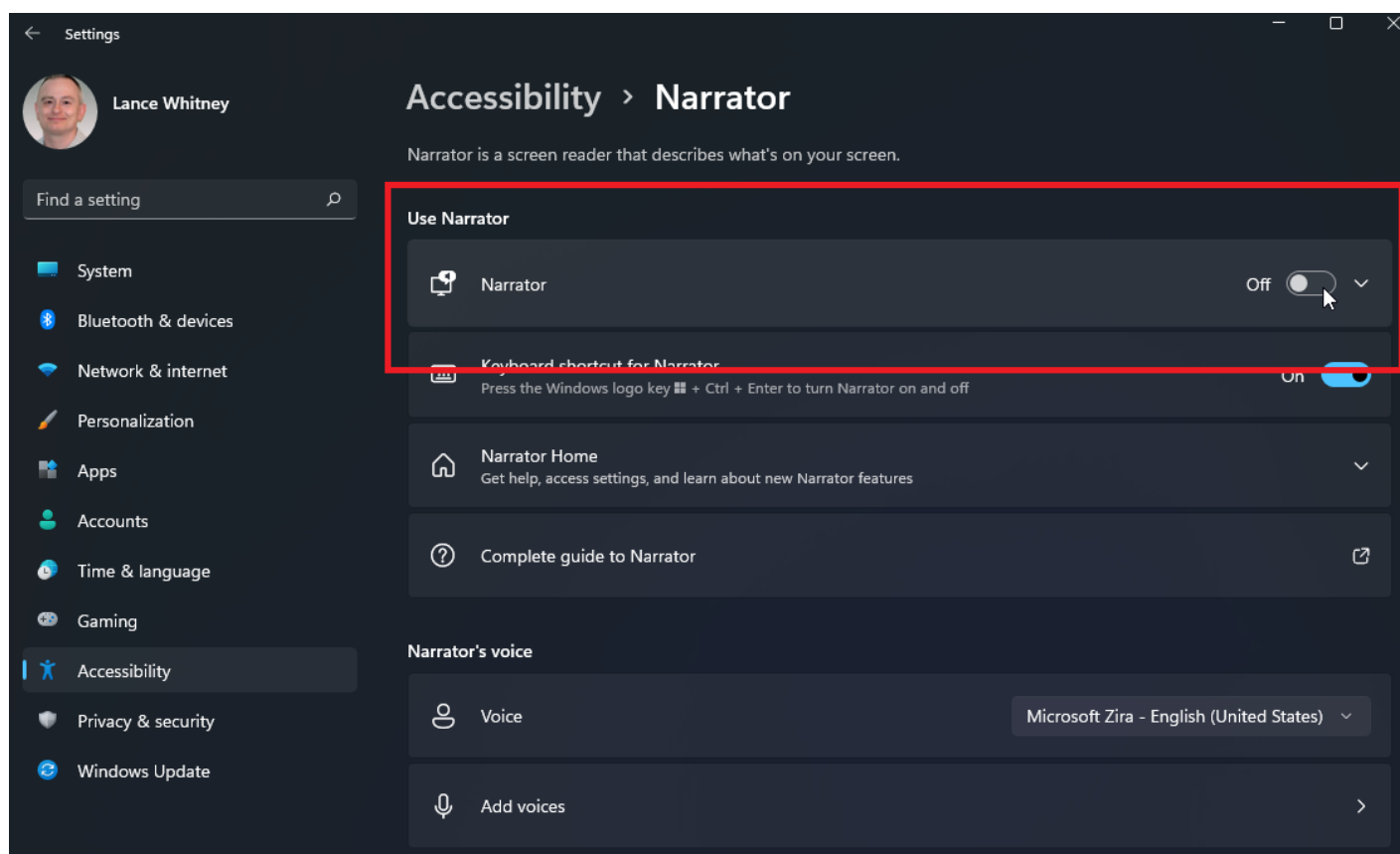# Narrator Instructions – Windows 11

Setting Up Narrator

Go to **Settings** > **Accessability** > **Narrator** to view the Narrator pane. Turn on the Narrator button.
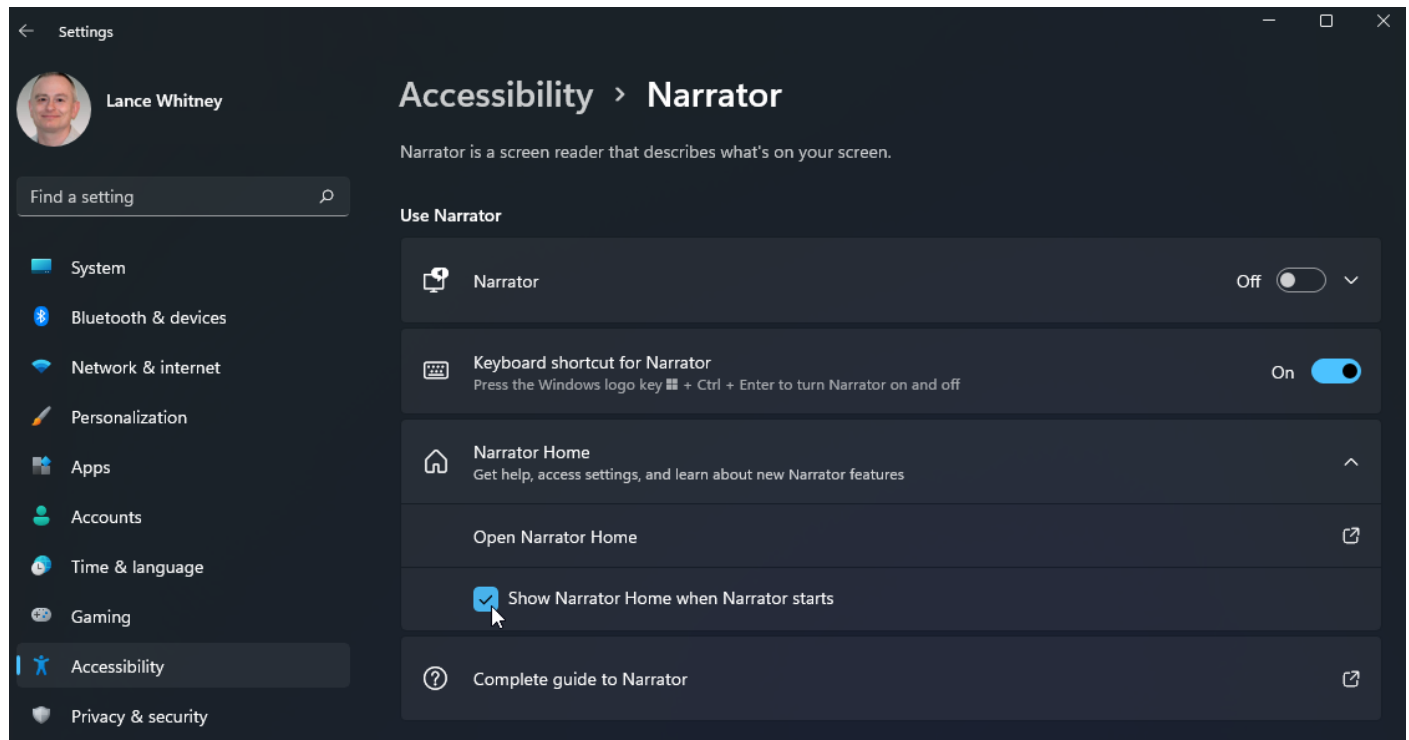

A message may appear explaining how the Narrator keyboard layout has been updated to more closely match your experience with other screen readers. Check the box next to "Don't show again" if you don't want to see this message each time Narrator starts.

Click OK to dispense with the message and keep Narrator running.

Customise your Narrator

Keep the Keyboard shortcut box checked so you can use it to start and stop Narrator.

Click the option for Narrator Home and keep the box checked if you want to see Narrator Home each time you start the feature.
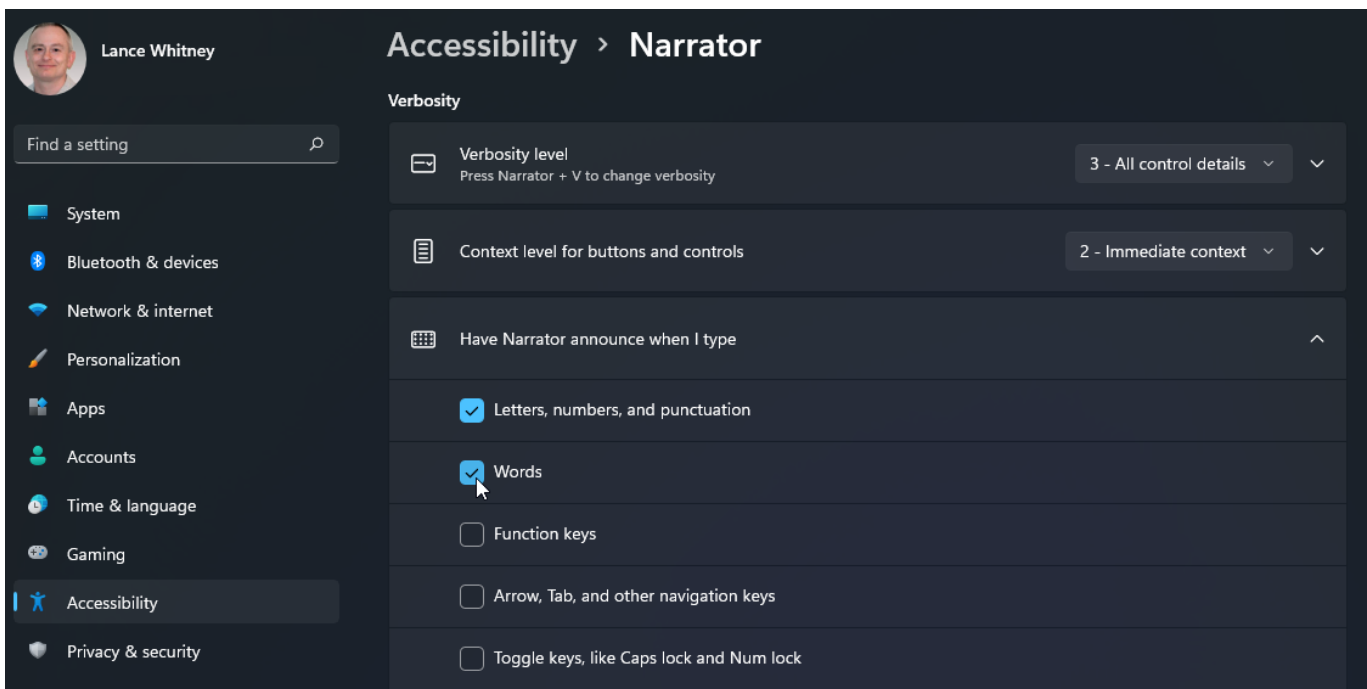

Personalise Narrators Voice

1. You can select a new 'voice' from the drop down menu.
2. **Pitch**, **speed** and **volume** of the voice can be changed using the sliders.
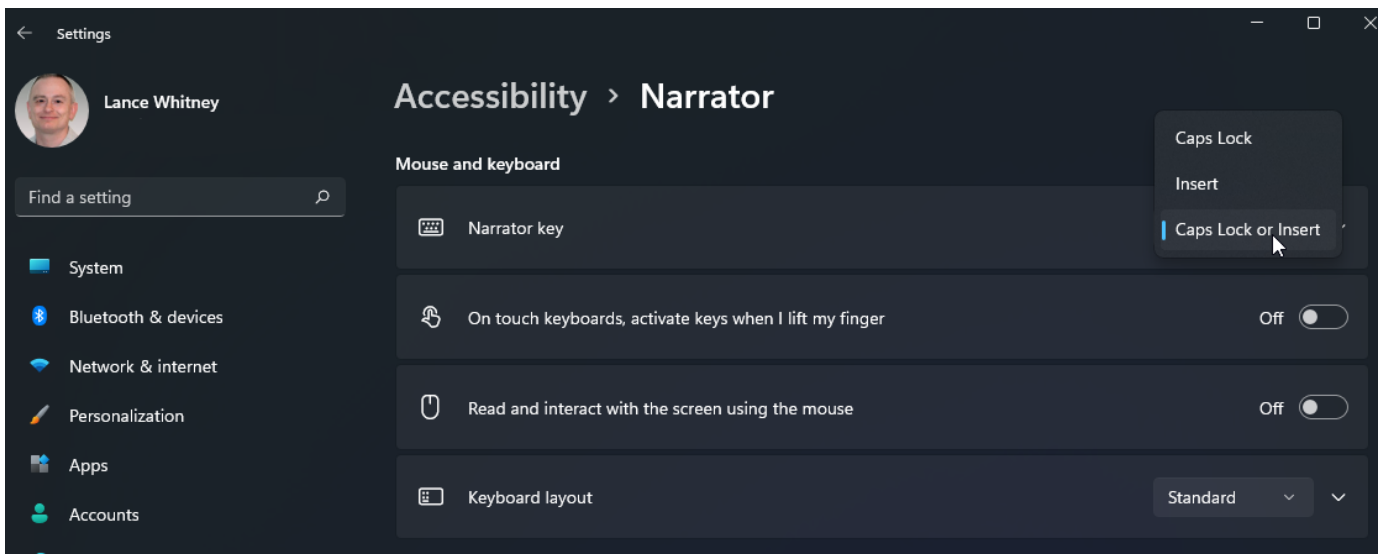
Customize Verbosity

In the Verbosity section, set the controls to determine if Narrator should speak only text, all text details, or certain control details.

You can also set Narrator to speak when you type punctuation marks and keyboard keys as well as text.

Choose mouse and keyboard settings

Under the **Mouse and keyboard** section, you can select your keyboard layout and **pick the Narrator modified key**.

Cursor

In the **Use Narrator cursor** section, you can determine how and where the Narrator cursor works and how you can control it with your mouse or keyboard.

Save changes

Under the **Sync my settings section**, click the **Use current settings before sign-in button** to save any changes you made to Narrator settings so they automatically apply to anyone else who uses Windows on this computer.

How to Use Narrator

Now, you can use Narrator to read aloud text in a document or email, in an application, on the web, or on the screen. Turn on the functionality when inside a web page, document, or file. Move your cursor to the area of text you want Narrator to start reading.

Press **Windows key + Ctrl + Enter**, and Narrator starts reading the text on the page. Press **Windows key + Ctrl + Enter** again to stop.

Reading

The first and simplest way to read with Narrator is to use the arrow keys to navigate text if you're interacting with a document in a word processor, such as Microsoft Word.

You can also use **scan mode** to read text. To turn on scan mode, press **Narrator** + **Spacebar**. Then use the up and down arrow keys to read by paragraph and the left and right arrow keys to read by character.

Scan Mode Commands:

Press these keys	To do this
Narrator + Spacebar	Scan mode on and off
Home	Move to and read the first character of a line
End	Move to and read the first character of a line
P	Read next paragraph
Shift + P	Read previous paragraph

Ctrl + Down arrow	Read next line
Ctrl + Up arrow	Read previous line
Ctrl + Right arrow	Read next word
Ctrl + Left arrow	Read previous word
Ctrl + Home	Move to and read the first line of text
Ctrl + End	Move to and read the last line of text
Down arrow	Jump to next text or item
Up arrow	Jump to previous text or item

The following text-reading commands will help you navigate and read text:

Press these keys	To do this
Ctrl	Stop reading
Narrator + W	Read a window
Narrator + Tab	Read the current item
Narrator + R	Read from where cursor is
Narrator + Down arrow key	Read document from the beginning
Narrator + Alt + Home	Read text from the beginning to where your cursor is
Narrator + I	Read the current line
Narrator + O	Read the next line
Narrator + U	Read the previous line
Narrator + Ctrl + Period (.)	Read the next sentence
Narrator + Ctrl + Comma (,)	Read the current sentence
Narrator + Ctrl + M	Read the previous sentence
Narrator + Ctrl + I	Read the current page
Narrator + Ctrl + O	Read the next page
Narrator + Ctrl + U	Read the previous page
Narrator + Ctrl + K	Read the current paragraph
Narrator + Ctrl + L	Read the next paragraph
Narrator + Ctrl + J	Read the previous paragraph

Useful commands

Change Narrator **volume**:
Narrator + Ctrl + Plus sign (+) to **increase** volume
Narrator + Ctrl + Minus sign (-) to **decrease** volume

Speech speed:
Narrator + Plus sign (+) or Narrator + Minus sign (-)

Open **Magnifier**:
Windows logo key + Plus Sign (+)

Summarise Website:
Narrator + S

Hear **punctuation**:
Narrator + Subtract or Add (- / +), the select All, Most, Some. Math or Default.

- **Default.** Hear little to no punctuation. Natural pauses will indicate items such as commas and periods.
- **Math.** Hear most mathematical symbols.
- **Some.** Hear most punctuation, such as commas and periods.
- **Most.** Hear additional symbols, such as parentheses.
- **All.** Hear all punctuation, including all special symbols.